

GROUND TEAM LEADER TRAINING GUIDE

1. Proper qualification and training of CAP personnel as Ground Team Leaders is essential to the safety and efficiency of mission ground team operations. The following information provides a general outline for accomplishment of training required for qualification as a Ground Team Leader. This training guide is in no means a substitute for the extensive ground team experience required prior to qualification as a Ground Team Leader, but rather provides an overview of the vast responsibilities carried by the Ground Team Leader.

2. Classroom instruction covering the applicable material outlined below, along with extensive previous ground team experience, is required prior to issuance of a Specialty Qualification Training Card containing the Ground Team Leader specialty. Since a Ground Team Leader must have previous qualification as a Ground Team Member, material contained in that specialty is generally not repeated in this outline. Classroom training is to attain the specified level of proficiency, thus minimum training hours for classroom instruction are not specified.

a. **Team Management.** The trainee shall demonstrate a thorough understanding of all aspects of CAP ground team operations and management practices and procedures including:

- (1) Team leader responsibilities.
- (2) Search base setup and operations.
- (3) Planning and organizing ground team operations.
- (4) Safety considerations.
- (5) Logistics requirements and considerations.
- (6) Fatigue effects.
- (7) Reporting procedures and requirements.
- (8) Gathering and using information.
- (9) Coordination with other agencies.
- (10) Assistance to law enforcement.
- (11) Information management.
- (12) Evaluation of search team results and effectiveness.
- (13) Interagency cooperation and coordination.

b. **Search Coverage and Effectiveness.** The trainee shall understand the factors affecting search effectiveness.

c. **Ground Search Techniques and Procedures.** The trainee shall demonstrate a thorough understanding of ground search techniques and procedures including:

- (1) Interviewing techniques and evaluation of information.
- (2) Missing person search procedures.
- (3) Coordination with dog teams.
- (4) Search patterns and procedures.
- (5) State/local laws.
- (6) Personnel safety considerations.
- (7) Coordination with air crews (with and without radio).
- (8) Electronic search techniques (use of DF).
- (9) Visual search techniques.
- (10) Use of safety and survival equipment/techniques.
- (11) Map reading, CAP grid system, and use of compass.

d. **Ground Rescue Techniques and Procedures.** The trainee shall demonstrate a thorough understanding of ground rescue techniques and procedures including:

- (1) Use of ground rescue equipment and rescue techniques.
- (2) First aid and emergency treatment.
- (3) State/local laws.
- (4) Personnel safety considerations.
- (5) Evacuation and transport of victims.

e. **Reimbursement Procedures.** The trainee shall demonstrate a thorough understanding of the procedures required to request reimbursement of mission expenses.

f. **State, Local, and Interagency Agreements.** The trainee shall demonstrate a thorough knowledge of appropriate state and local agreements as they relate to mission operations.

g. **Safety.** The trainee shall demonstrate a thorough understanding of all aspects of safety considerations and their importance to mission operations.

h. **Bloodborne Pathogens.** The trainee shall demonstrate a thorough knowledge and understanding of the problems associated with bloodborne pathogens and the need to have specific ground team members trained in protection against bloodborne pathogens.

GROUND TEAM MEMBER TRAINING GUIDE

1. Proper qualification and training of CAP personnel as Ground Team Members is essential to the safety and efficiency of mission ground team operations. The following information provides a general outline for accomplishment of training required for qualification as a Ground Team Member. This training guide is in no means a substitute for the extensive ground team experience required prior to qualification as a Ground Team Member, but rather provides an overview of the responsibilities carried by a Ground Team Member.

2. Classroom instruction covering the applicable material outlined below is required prior to issuance of a Specialty Qualification Training Card containing the Ground Team Member specialty. Classroom training is to attain the specified level of proficiency, thus minimum training hours for classroom instruction are not specified.

a. **Team Member Responsibilities.** The trainee shall demonstrate a thorough understanding of all aspects of CAP ground team operations including:

- (1) Authority and responsibility of team leader.
- (2) Safety considerations.
- (3) Personal equipment requirements and considerations.
- (4) Fatigue effects.
- (5) Reporting procedures and requirements.
- (6) Gathering and using information.
- (7) Assistance to law enforcement.
- (8) Information management.

b. **Search Coverage and Effectiveness.** The trainee shall demonstrate a thorough understanding of the factors affecting search effectiveness.

c. **Ground Search Techniques and Procedures.** The trainee shall demonstrate a thorough understanding of ground search techniques and procedures including:

- (1) Interviewing techniques and evaluation of information.
- (2) Missing person search procedures.
- (3) Coordination with dog teams.
- (4) Search patterns and procedures.
- (5) State/local laws.
- (6) Personnel safety considerations.
- (7) Coordination with air crews (with and without radio).
- (8) Electronic search techniques (use of DF).
- (9) Visual search techniques.
- (10) Use of safety and survival equipment/techniques.
- (11) Map reading, CAP grid system, and use of compass.

d. **Ground Rescue Techniques and Procedures.** The trainee shall demonstrate a thorough understanding of ground rescue techniques and procedures, including:

- (1) Use of ground rescue equipment and rescue techniques.
- (2) First aid and emergency treatment.
- (3) State/local laws.
- (4) Personnel safety considerations.
- (5) Evacuation and transport of victims.

e. **Reimbursement Procedures.** The trainee shall demonstrate a thorough understanding of the procedures required to request reimbursement of mission expenses.

f. **Safety.** The trainee shall demonstrate a thorough understanding of all aspects of safety considerations and their importance to mission operations.

g. **Bloodborne Pathogens.** The trainee shall demonstrate a thorough knowledge and understanding of the problems associated with bloodborne pathogens and the need to have specific ground team members trained in protection against bloodborne pathogens.

INFORMATION (PUBLIC AFFAIRS) OFFICER TRAINING GUIDE

1. Proper qualification and training of CAP personnel in the management of authorized CAP operational mission media relations is essential to the safety and efficiency of mission operations. The following information provides a general outline for accomplishment of training required for qualification as an Information Officer. This training guide is in no means a substitute for the extensive ground team experience required prior to qualification as an Information Officer, but rather provides an overview of the vast responsibilities carried by a Ground Team Member.

2. Classroom instruction covering the applicable material outlined below, along with extensive previous mission experience, is required prior to issuance of a Specialty Qualification Training Card containing the Information Officer specialty. Classroom training is to attain the specified level of proficiency, thus minimum training hours for classroom instruction are not specified.

a. **Mission Procedures.** The trainee shall demonstrate a thorough understanding of all aspects of CAP operational mission practices and procedures including:

- (1) Mission opening and initialization.
- (2) Search base setup and operations.
- (3) Planning and organizing mission operations.
- (4) Safety considerations.
- (5) Logistics requirements and considerations.
- (6) Fatigue effects.
- (7) Reporting procedures and requirements.
- (8) Gathering and using information.
- (9) Coordination with other agencies.
- (10) Mission closing and/or suspension.
- (11) Assistance to law enforcement.
- (12) Information management.
- (13) Evaluation of search team results and effectiveness.
- (14) Continuation planning.
- (15) Interagency cooperation and coordination.

b. **Media Relations.** The trainee shall demonstrate a thorough understanding of CAPM 190-1 and the various factors and methods to be used in dealing with the media.

c. **Reimbursement Procedures.** The trainee shall demonstrate a thorough understanding of the procedures required to request reimbursement of mission expenses.

d. **OPLAN 1000, SCATANA, and SARDA Operations.** The trainee shall demonstrate a thorough understanding of CAP operational mission activities outlined in CAP OPLAN 1000, SCATANA procedures, and SARDA operations.

- (1) Concept of operations.
- (2) Reporting requirements and procedures.
- (3) Flight clearance and procedures.

e. **State, Local, and Interagency Agreements.** The trainee shall demonstrate a thorough knowledge of appropriate state and local agreements as they relate to mission operations.

f. **Safety.** The trainee shall demonstrate a thorough understanding of all aspects of safety considerations and their importance to mission operations.

FLIGHT LINE OFFICER TRAINING GUIDE

1. Proper qualification and training of CAP personnel in the management of authorized CAP operational mission flight line activities is essential to the safety and efficiency of mission operations. The following information provides a general outline for accomplishment of training required for qualification as a Flight Line Officer. This training guide is in no means a substitute for the extensive ground team experience required prior to qualification as a Flight Line Officer, but rather provides an overview of the vast responsibilities carried by the Flight Line Officer.

2. Classroom instruction covering the applicable material outlined below, along with extensive previous mission experience, is required prior to issuance of a Specialty Qualification Training Card containing the Flight Line Officer specialty. Classroom training is to attain the specified level of proficiency, thus minimum training hours for classroom instruction are not specified.

a. **Flight Line Operations.** The trainee shall demonstrate a thorough understanding of all aspects of CAP Flight line practices and procedures including:

- (1) Fueling procedures.
- (2) Search base setup and operations.
- (3) Planning and organizing flight line operations.
- (4) Hazards associated with aircraft ground operations.
- (5) Logistics requirements and considerations.
- (6) Fatigue effects.
- (7) Basic aircraft firefighting, particularly engine starting fires.
- (8) Management of spilled flammable liquids.
- (9) Procedures for monitoring aircraft starting and taxiing.

b. **Flight Line Hand Signals.** The trainee shall demonstrate a thorough knowledge and understanding of flight line hand signals.

c. **Reimbursement Procedures.** The trainee shall demonstrate a thorough understanding of the procedures required to request reimbursement of mission expenses.

d. **Safety.** The trainee shall demonstrate a thorough understanding of all aspects of safety considerations and their importance to mission operations.

COMMUNICATIONS UNIT DIRECTOR TRAINING GUIDE

1. Proper qualification and training of CAP personnel in the management of authorized CAP operational mission communications activities is essential to the safety and efficiency of mission operations. The following information provides a general outline for accomplishment of training required for qualification as a Communications Unit Director. This training guide is in no means a substitute for the extensive ground team experience required prior to qualification as a Communications Unit Director, but rather provides an overview of the vast responsibilities carried by the Communications Unit Director.
2. Classroom instruction covering the applicable material outlined below, along with extensive previous mission experience, is required prior to issuance of a Specialty Qualification Training Card containing the Communications Unit Director specialty. Classroom training is to attain the specified level of proficiency, thus minimum training hours for classroom instruction are not specified.
 - a. **Mission Management.** The trainee shall demonstrate a thorough understanding of all aspects of CAP operational mission management practices and procedures relating to communications including:
 - (1) Mission opening and initialization.
 - (2) Search base setup and operations.
 - (3) Setup of equipment, antennas, etc.
 - (4) Planning and organizing mission operations.
 - (5) Radio operating procedures.
 - (6) Safety considerations.
 - (7) Logistics requirements and considerations.
 - (8) Fatigue effects.
 - (9) Reporting procedures and requirements.
 - (10) Coordination with other agencies.
 - (11) Information management.
 - (12) Continuation planning.
 - (13) Interagency cooperation and coordination.
 - b. **Wing/Region Communication Plans and Procedures.** The trainee shall demonstrate a thorough understanding of all aspects of the respective wing and region communications plans and implementation procedures.
 - c. **Reimbursement Procedures.** The trainee shall demonstrate a thorough understanding of the procedures required to request reimbursement of mission expenses.
 - d. **OPLAN 1000 and SCATANA Operations.** The trainee shall demonstrate a thorough understanding of CAP communication procedures relating to operational mission activities outlined in CAP OPLAN 1000 and SCATANA procedures.
 - (1) Concept of operations.
 - (2) Reporting requirements and procedures.
 - e. **State, Local, and Interagency Agreements and Operations.** The trainee shall demonstrate a thorough knowledge and understanding of appropriate state and local agreements and all applicable interagency agreements as each relates to mission communications.
 - f. **FCC Regulations.** The trainee shall demonstrate a thorough understanding of the pertinent FCC regulations and their relationship to mission operations.
 - g. **Safety.** The trainee shall demonstrate a thorough understanding of all aspects of safety considerations and their importance to mission operations.

RADIO OPERATOR TRAINING GUIDE

1. Proper qualification and training of CAP personnel in the management of authorized CAP operational mission communications activities is essential to the safety and efficiency of mission operations. The following information provides a general outline for accomplishment of training required for qualification as a Radio Operator. This training guide is in no means a substitute for the extensive ground team experience required prior to qualification as a Radio Operator, but rather provides an overview of the responsibilities carried by the Radio Operator.
2. Classroom instruction covering the applicable material outlined below, along with extensive previous mission experience, is required prior to issuance of a Specialty Qualification Training Card containing the Radio Operator specialty. Classroom training is to attain the specified level of proficiency, thus minimum training hours for classroom instruction are not specified.
 - a. **Radio Communications Procedures.** The trainee shall demonstrate a thorough understanding of all aspects of CAP operational mission radio communications practices and procedures including:
 - (1) Radio operating procedures.
 - (2) Safety considerations.
 - (3) Reporting procedures and requirements.
 - (4) Message handling procedures.
 - (5) Use of radio equipment.
 - b. **Wing/Region Communication Plans and Procedures.** The trainee shall demonstrate a thorough understanding of all aspects of the respective wing and region communications plans and implementation procedures.
 - c. **Reimbursement Procedures.** The trainee shall demonstrate a thorough understanding of the procedures required to request reimbursement of mission expenses.
 - d. **FCC Regulations.** The trainee shall demonstrate a thorough understanding of the pertinent FCC regulations and their relationship to mission operations.
 - e. **Safety.** The trainee shall demonstrate a thorough understanding of all aspects of safety considerations and their importance to mission operations.

PROCEDURES FOR COUNTERDRUG (CD) ORIENTATION

This attachment provides wing (and region) counterdrug officers with a step-by-step guide to scheduling and conducting an orientation session that meets the intent of agreements between CAP and the supported agencies (customer).

1. The wing (or region) commander and HQ CAP/DOC agree on the need for initial or additional crews/support personnel. Generally, both USCS and DEA training are scheduled for the same day to conserve funds. Training for each agency should last only about 3 hours, allowing members to travel to and from the site on the same day. Normally, wings (or regions) conduct only one orientation per year for each customer. HQ CAP/DOC coordinates with the USCS National Aviation Center to schedule qualified USCS personnel to conduct orientations. All DEA DCE/SP coordinators in each state are qualified to handle orientations.
2. Members complete CAP Form 83, *CAP Counterdrug Application* (Attachment 19). The wing (or region) commander, or designee, approves the CAP Form 83 after checking member eligibility. Forms for the DEA program are submitted to the state Domestic Cannabis Eradication/Suppression Program (DEA DCE/SP) coordinator for approval. Forward the DEA signed cover letter and CAP Forms 83 (if returned by DEA) to HQ CAP/DPPX. Forms for the USCS program are forwarded to HQ CAP/DPPX or to the local USCS agent, if the agent agrees to conduct the screening (then to DPPX after screening is completed locally). For both DEA and USCS, the cover letter must list each individual's name, SSAN, date of birth, and driver's license number. Normally, all applications should be completed and names screened by USCS or DEA before the proposed orientation.
3. For CD training mission and orientation session authorization, refer to paragraph 3-6.
4. Notify appropriate members of orientation. Notification should be by invitation only to preclude members arriving for orientation who are not qualified. For reimbursement of automobile or aircraft expenses, members are normally required to live within 500 miles of the training site (unless specific exemptions are approved in advance by HQ CAP/DOC). Members outside the 500-mile radius may attend, if qualified, at their own expense. Holders of CAP Form 101CN, *Counter Narcotics Program Authorization Card*, may attend at any time on a space-available basis with no reimbursement.
5. Members register using a *Counterdrug Orientation Attendance Roster*, CAP Form 81 (Attachment 20), after presenting all of the following identification to the region/wing counterdrug officer (may be waived at the discretion of the region counterdrug director, DEA/USCS agent, or wing liaison officer if the member's identity and qualification can be established by other means):
 - a. Picture ID
 - b. Current CAP membership card
 - c. Current CAP Form 101, *Specialty Qualification Card*

The region/wing counterdrug officer/director will verify each individual's name is on the roster.

6. During the orientation (at the USCS/DEA agent's discretion), each member will complete and sign the CAP Form 81. The CAP Form 81 contains the counterdrug mission Non-disclosure Agreement and therefore is a sworn document.
7. The CAP Form 81 is signed by the wing (or region) counterdrug officer and the USCS/DEA agent providing the training. The wing (or region) counterdrug officer/director forwards the CAP Form 81 to HQ CAP/DPPX for processing. Originals of CAP Forms 81 and 83 are maintained at HQ CAP/DPPX. Copies of these documents may also be retained in the member's records, if desired.
8. CAP Form 101CN cards are mailed to the wing (or region) commander, or designee, for a final review before issuance.

NOTE: Members will automatically be rescreened by each agency approximately every 24 months. Rescreening by both agencies is not always simultaneous. No action is required by the member, wing, or region for the rescreening process.

NOTE: There is no recurring orientation requirement.

9. Common pitfalls:
 - a. Are applicants submitted on CAP Forms 83 current members? At least 10% of all CAP Forms 83 received are returned because the applicants are not current or have never been members.
 - b. For USCS applicants: Is a cover letter submitted with each applicant's name, SSAN, DOB, and driver's license number? Less than 50% of the CAP Forms 83 received meet this requirement.

- c. For DEA: Did the DEA agent sign the screening list? The letter to the DEA agent from the wing counterdrug officer will suffice if signed by the DEA agent.
- d. Are questions 16 through 19 on the CAP Forms 83 completely answered? Well over 20% of the forms are returned for this reason.
- e. Has the wing or region commander (or designee) signed all the CAP Forms 83? Over 15% returns.
- f. Is the CAP Form 81 legible? If neither the name or SSAN is legible, a 101CN card can not be issued.
- g. Is the CAP Form 81 signed properly? The applicant, the wing or region counterdrug officer, and the appropriate agent must sign.
- h. Is the CAP Form 81 sent to National Headquarters in a timely manner? The average time from date of orientation to receipt of paperwork at National Headquarters was 22 days for the first half of 1996.

Customs: _____ DEA/USFS _____ Crew Position _____	CIVIL AIR PATROL COUNTERDRUG APPLICATION (This form is subject to the Privacy Act of 1974, see reverse)	Date: _____ (mm/dd/yy)
INSTRUCTIONS Fill in all items. If the answer is "no" or "none", so state. If additional space is needed, use an additional sheet of paper.		
1. NAME (Last, First, & MI) (Please Print) _____ 3. Have you ever been known by any other name? If so, specify. _____		2. HOME ADDRESS: STREET: _____ CITY: _____ STATE: _____ ZIP: _____
4. SOCIAL SECURITY NUMBER _____	5. PLACE OF BIRTH _____	6. DATE OF BIRTH _____
7. HOME PHONE NUMBER _____	8. BUSINESS PHONE NUMBER _____	9. MALE _____ FEMALE _____
10. DRIVER'S LIC NO. & STATE _____		
11. LIST RESIDENCES DURING THE LAST 3 YEARS BELOW, IN REVERSE ORDER. BEGIN AT THE TOP WITH YOUR PRESENT ADDRESS.		
DATES		
FROM	TO	NUMBER AND STREET
CITY	COUNTY	ST
12. Have you ever served in the U.S. Armed Forces? YES _____ NO _____		13. Type of Discharge : HONORABLE _____ OTHER _____ If "OTHER" is checked, explain on a separate sheet and attach.
14. U. S. CITIZEN YES _____ NO _____ NATURALIZED _____ CERTIFICATE NO. _____ ALIEN COUNTRY OF BIRTH _____ REGISTRATION NO. _____		
15. EMPLOYMENT: Current Employer _____ Employer Address _____ Date Employed _____ Type of Work _____		
16. Have you ever applied for an identification card with the Customs Service? NO _____ YES _____ (If yes, explain, in detail, on separate sheet and attach.)		
17. Do you now use or have you within the past year used any substance listed or any controlled substance that was not prescribed by a physician? NO _____ YES _____ (If YES, list the substance(s), and explain on separate sheet.) MARIJUANA _____ COCAINE _____ HEROIN _____ HASHISH _____ LSD _____ OTHER SUBSTANCES _____ (LIST EACH)		
18. ARREST: Have you ever been arrested _____, taken into custody _____, held for investigation _____, questioned by any law enforcement agency _____? (Indicate YES or NO in each block) If YES, a full explanation, including date(s), reason and outcome, on a separate page, is REQUIRED!		
19. Have you applied for an FBI fingerprint screening with CAP? YES _____ NO _____		

*** * * * CIVIL AIR PATROL PRIVACY ACT STATEMENT * * * ***

Authority for Collecting Information: E. O. 10450; U.S.C. 1303-1305; 42 U.S.C. 2165 AND 2455; 22 U.S.C. 258 and 2519; 3301, 19 U.S.C. 1551, 1565, 1641; 19 CFR 122.42.

PURPOSE AND USE: Information provided on this form will be used to obtain information regarding your activities in connection with an investigation to determine:

1. Clearance to perform service for the Federal Government.
2. Security clearance or access.

The information obtained may be furnished to third parties as necessary in the fulfillment of official duties.

EFFECT of NONDISCLOSURE: Furnishing the required information is voluntary, but failure to provide all of the information for clearance or access, may result in the termination of your consideration for clearance.

I CERTIFY I HAVE READ THE **STATEMENT OF UNDERSTANDING AND THE PRIVACY ACT STATEMENT** ABOVE. THE STATEMENTS MADE BY ME ON THIS FORM ARE COMPLETE TO THE BEST OF MY KNOWLEDGE. ANY FALSE STATEMENT IN THIS APPLICATION MAY BE PUNISHED UNDER TITLE 18 U.S.C. 1001.

Applicant Signature _____ Date _____

(PLEASE SIGN WITH INK)

CAP WG/CC _____ Date _____

[illegible]